

JUSTICE CONSENT ORDER RECORD OF TRAINING

Name: Jerred Nechaise Date: 7/16/01

Address: 19104 Jabour DR

City: SAUCIER State: MS Zip: 39574

Telephone No.: (228) 831-3476

Facility Assignment (if known): _____

Hire Date: 7/16/01 Rank/Position (if known) Correctional Officer

Class Date: 7/16/01

I have received a copy of the case U.S. versus Harrison County, specifically known as the Consent Judgment in addition to the 2nd and 3rd Supplemental Reports following same.

The above documents have been fully explained to me and I acknowledge receipt of a copy of same.

I understand and hereby agree to comply with the terms, conditions and obligations set forth in the above order and supplements to the best of my ability in my duties as an employee of the Harrison County Sheriff's Department.

Jerred Nechaise
Employee
7/16/01
Date

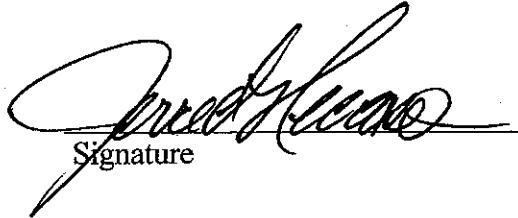
Instructor:
Deann Kelley
7/16/01
Date

Copies to: Capt. Taylor
Capt. Lacy

**HARRISON COUNTY SHERIFF'S DEPARTMENT -- INMATE HANDBOOK
ADULT DETENTION CENTER**

HANDBOOK ISSUED TO

Jerred Nechaise
Print Name


Signature

DATE HANDBOOK ISSUED

7/17/01

This manual is issued to you as an employee of the Harrison County Sheriff's Department Correctional Division.

Major Dianne Gatson-Riley
Director of Corrections

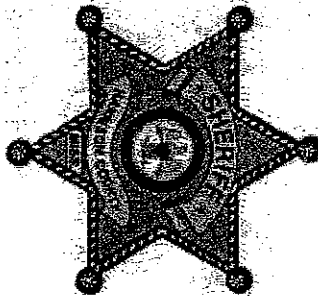
This is to acknowledge that I received a copy of the Harrison County Adult Detention Center Policy and Procedure Directives. I understand that if I should resign or be terminated I will be responsible for returning the completed copy in with my issued equipment.


Employee's Signature

7/17/01
Date Issued


Issuing Employee

Harrison County Sheriff's Department
Correctional Division



This is to certify that

JERRED NECAISE

Has successfully completed

O.C. SPRAY

This the 18th day of July, 2001


Sgt. Shaun Perronne
Instructor

HARRISON COUNTY SHERIFF DEPARTMENT TRAINING RECORD

NAME: NECAISE, JERRED

BADGE #: 221

DATE HIRED: JULY 16, 2001

CLASS/CERTIFICATION	DATE	TRAINING HOURS
O.C. SPRAY CERTIFICATION	18-Jul-01	UNK
PRE-SERVICE CORRECTIONAL OFFICER COURSE	19-Jul-01	40 HRS
HANDCUFFING PROCEDURES	10-Aug-01	1 HRS
IN-SERVICE TRAINING CORRECTIONS EMERGENCY POLICY	3-May-02	1.5 HRS
ACA PROGRAM AUDIT	9-May-02	15 MIN
IN-SERVICE TRAINING STRESS MANAGEMENT	30-May-02	1 HRS
OLEORESIN CAPSICUM "OC" SPRAY CERTIFICATION	21-Jun-02	3 HRS
DEFENSIVE TACTICS	19-Jun-02	UNK
BASIC CORRECTIONAL OFFICER'S TRAINING	21-Jun-02	80 HRS
MECHANICAL ADVANTAGE CONTROL HOLD 1 M.A.C.H. 1	25-Jun-02	10 MIN
MECHANICAL ADVANTAGE CONTROL HOLD 3 M.A.C.H. 3	2-Jul-02	10 MIN
CONTROL FORCE	23-Jul-02	2 HRS
C.E.R.T. BASIC TRU OUT	1-Aug-02	5 HRS
BASIC CORRECTIONAL OFFICER'S TRAINING	6/21/03	
80 HR COURSE	9/1/03	
PPCT		
SEXUAL HARASSMENT	3/18/04	4 HOURS
PRE TRIAL RELEASE FORMS	5/13/04	3 HOURS
EVIDENCE	8/21/04	15 MIN
CRIME SCENE	9/8/04	15 MIN
SECURITY SUPERVISION	9/11/04	15 MIN
RIOTS AND DISTURBANCES	9/22/04	15 MIN
CHAIN OF COMMAND	9/23/04	15 MIN
UNIFORM AND PERSONAL APPEARANCE	30-Nov-04	15 MIN
AFFIRMATIVE ACTION PLAN	3-Dec-04	15 MIN
SEXUAL HARASSMENT	7-Dec-04	15 MIN
DENTAL SERVICES	8-Dec-04	15 MIN
CENTRAL CONTROL	12/10/04	15 MIN
	17-Dec-04	15 MIN

LAST UPDATED 10/11/06

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____

Modular Title: CONTROL ROOM

Trainee

FTO

Necase #221
16/6/19

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will safely and securely monitor inmates and the block/sections. Answer requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections, and conduct and monitor visits/church services. Properly notate all activities relating to medical.

- 1) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER.
- 2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS.
- 3) EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS.
- 4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS.
- 5) UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM.
- 6) NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY.
- 7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED (EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE.
- 8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED.
- 9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK.
- 10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS.
- 11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE. THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS.
- 12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NOT LEAVE UNTIL PROPERLY RELIEVED.

I certify that proficiency was demonstrated by the above trainee concerning this task on 9-23-04 (date)

FTO

Trainee

Trainee Reads/Review task document

FTO Explains and Demonstrates

Trainee explains as FTO demonstrates

Trainee Explains and demonstrates

Trainee Practices

Trainee Performs Successfully (Proficiency Test Completed)

9-23-04

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FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: CONTROL ROOM

Trainee Deputy Necaise 221
 FTO Collins 254

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will safely and securely monitor inmates and the block/sections. Answer requests by telephone, intercoms, and radio. Control and verify counts, control and document access in and out of the block/sections, and conduct and monitor visits/church services. Properly notate all activities relating to medical.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER CONTROL ROOM AND NOTIFY CENTRAL-RECEIVE BRIEFING FROM ON DUTY OFFICER.						
2) REVIEW ALL PAPERWORK, GREEN BOOK, POST ORDERS, AND CONFIRM COUNTS ON POPULATION SHEETS.						
3) EXIT CONTROL ROOM AND NOTIFY CENTRAL-MEET WITH OFFICERS TO CONDUCT SAFE/ACCURATE COUNTS.						
4) CONDUCT COUNTS SAFELY, ACCURATELY, QUICKLY, IN ACCORDANCE WITH A.C.A. STANDARDS.						
5) UPON COMPLETION OF COUNTS, SIGN TO VERIFY ON POPULATION SHEETS AND RE-ENTER CONTROL ROOM.						
6) NOTIFY CENTRAL OF ENTRY TO CONTROL ROOM AND THAT COUNTS ARE VERIFIED/CLEARED-ASSUME DUTY.						
7) MONITOR ALL SECTIONS AND MAKE AN ENTRY ON YOUR LOG STATING WHAT WAS OBSERVED (EVERY 30 MINUTES). THIS CAN BE TIME APPROXIMATE.						
8) ANSWER RADIO AND TELEPHONE-ALSO ANSWER INTERCOM AND INMATE REQUESTS AS NEEDED.						
9) MAINTAIN ALL MOVEMENT IN YOUR BLOCK-IN/OUT OF YOUR BLOCK USING PROPER FORMS/DO CELL CHANGES. MONITOR ALL STAFF TO ENSURE THEIR SAFETY IN BLOCK.						
10) DOCUMENT ALL RECREATION RELATED ACTIVITIES-ALL MEALS IN/SERVED/OUT-WHAT WAS SERVED-# TRAYS.						
11) ACCURATELY MAINTAIN POPULATION SHEETS-IF ON MIDNIGHT SHIFT CONDUCT ACCURATE RE-WRITE. THIS SHOULD BE ACCOMPLISHED WITHIN TWO(02) HOURS.						
12) PROPERLY BRIEF ONCOMING OFFICER AND ENSURE ALL PAPERWORK/BOOKS/FORMS WERE UTILIZED PROPERLY. DO NOT LEAVE UNTIL PROPERLY RELIEVED.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>3-21-04</u> (date)						
FTO <u>Collins</u>						
Trainee <u>Necaise</u>						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. NECAISE #221

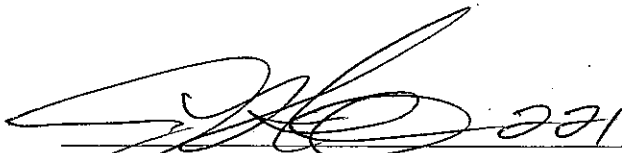
F.T.O. A. KELLY #181

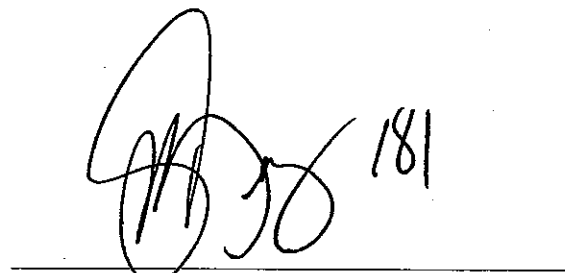
Date 09-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. Necaise #221

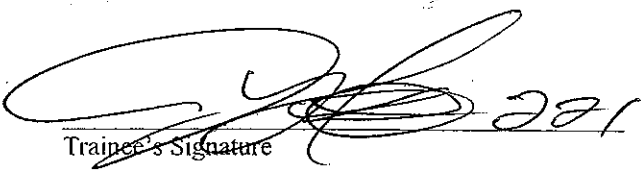
F.T.O. A. KELLY #178

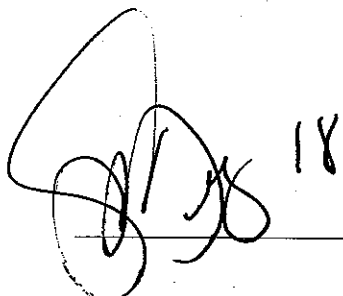
Date 9-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Booking Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: Perimeter Rover

Trainee Necg...
 FTO 10/23/04

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Conduct safety and security inspections of the perimeter. These areas include the fences, rooftops, parking lot, walkways, windows, doorways, and grassy areas.

	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive briefing from S-1 on any information that may concern the perimeter of the facility-such as risk inmates, construction areas, etc..	9.23.04	9.23.04	9.23.04	9.23.04	9.23.04	9.23.04
2) Report to central to advise that you are now 10-08 on perimeter, and sign the perimeter keys out until the end of shift.						
3) Do a complete perimeter check of the fences/gates and verify that all is in order. Report any questionable areas immediately to S-1.						
4) Do a complete roof check. Check for holes, all air vents, and make sure maintenance didn't leave any tools behind.						
5) A30 minute activity watch will be conducted along with an outside security inspection checklist.						
6) Do a complete check of all perimeter lighting and locks. Report any problems of maintenance to central control.						
7) Do a complete check of inner perimeter. Check the windows make sure theirs no holes in them, and man hole covers.						
8) Report all security infractions to the S1 on duty.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>9.23.04</u> (date) FTO <u>[Signature]</u> Trainee <u>[Signature]</u>						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. Ncaise #221

F.T.O. A. KELLY #181

Date 09-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

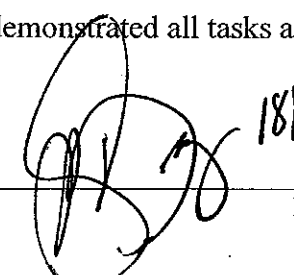
Officer Ncaise has been assigned as Perimeter Officer in the past. When questioned about the post Officer Ncaise advised F.T.O. Kelly that upon assuming Perimeter Officer duties he meets with the regular Perimeter Officer in the parking lot to get a briefing on any special events that may be happening.

Officer Ncaise explained how to conduct a Security Check of the Outer Perimeter Fence and lighting. He pointed out what kind of discrepancies to look for, such as lights out, holes in or under the fence and to check all gates and locks and that while conducting an Inner Perimeter Fence Security Check to basically note the same type discrepancies as the Outer Perimeter Fence in addition to noting the locks on the sewer accesses and the condition of the sally port rocks and razor wire. F.T.O. Kelly advised Officer Ncaise that while conducting an Inside Perimeter Security Check of all four blocks to walk approximately 10 to 15 feet away from the building. F.T.O. Kelly explained that from such a vantage point he could properly check all cell windows for damage or signs of tampering and inmate movements within the cell without actually having to peer into each cell unnecessarily. As with the Outer and Inner Perimeter Fence Security Checks, F.T.O. Kelly pointed out the discrepancies to look for. Officer Ncaise has safely conducted Roof Security Checks and was advised, for safety reasons, that when it is raining, lightning, and/or high winds roof checks are not to be conducted.

Officer Ncaise explained how to complete the Outside Security Inspection Checklist and the Outside Security Report after each security round and that it should read like a block log – log in start and stop times of each event (i.e. Outer Perimeter Fence Security Check, Inner Perimeter Fence Security Check, C/D Inside Perimeter, A/B Inside Perimeter, and Roof Security Check).

Officer Ncaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. Necaise #221

F.T.O. A. KELLY #181

Date 09-21-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

Officer Necaise has been assigned as Rover in the past. Officer Necaise reads and signs the Post Orders in de-briefing.

It was explained that the Rover will assist any Officer requesting copies or in need of any other assistance and when possible, short term/temporary relief from post.

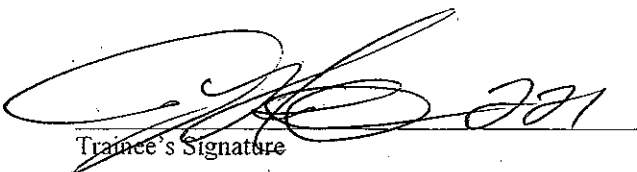
Officer Necaise showed the proper way to escort inmates from their block to church, court, Medical, etc. and the proper use of restraints (i.e. daisy chain – cuffing all inmates left hand to chain prior to exiting block, cuff and shackle all B-Block inmates). Officer Necaise showed how to properly check and verify that no inmates are together that are on the “NO CONTACT” list prior to any movement. It was stressed that when escorting inmates, notify Central Control to monitor the movement, especially when inmates of the opposite sex are being moved.


Officer Necaise was reminded that Safety, Security, and Sanitation is every Officers responsibility and as Rover especially. Officer Necaise was reminded that while making security rounds, check all doors to ensure they are secured and check all passageways for cleanliness and safety conditions then report any discrepancies to the Shift Supervisor.

Officer Necaise has performed Classification Moves and explained that names should be double checked and I.D. bands verified (if they were issued) prior to making any move. If moving an inmate from B-F to general population the Rover must determine if the inmate has a full County Issue (2 sets of uniforms, mattress, mattress cover, 2 sheets, pillow, pillow case, blanket, towel, toilet tissue, cup, spoon, soap, toothbrush, and tooth paste) and if not, stop by Booking while in route to assigned block to obtain missing items.

In addition to the above, Officer Necaise was reminded that any orders or tasks received from the Shift Supervisor are also to be carried out.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Roving Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____

Modular Title: CENTRAL CONTROL

Trainee

FTO

Necaise 221
141/181

Performance Objective: Following demonstration by the designated Field Trainer, the trainee will: Properly control and document access to secure areas, monitor staff/inmate movement in hallways, assist with sorting/documentation of U.S. mail when needed, and in a professional manner communicate telephonically by radio, and overhead speakers.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Enter central control and receive a briefing by the on duty central control operator. Read any/all information in regards to the pass-on book, memos, observation sheets.	9-23-04	9-23-04	9-23-04	9-23-04	9-23-04	9-23-04
2) Ensure that all keys are logged in/out and accounted for prior to relieving the on duty officer. All keys are to be stored in a secure manner, in their proper location/area.						
3) Ensure that all inmates are logged in/out accurately on the movement sheet, in coordination with the booking control officer. Transcribe inmate names onto new form if necessary – double check the accuracy with the sending control room or area.						
4) Relieve the on duty central control officer and assume post for duty. Do not allow anyone to enter your area unless a sergeant or above, or if cleared by S-1 or higher.						
5) Answer all incoming telephone calls with "Harrison County Sheriff's Department Corrections Division, Deputy _____ speaking, may I help you"? Direct all calls properly in accordance with the facility rules and regulations. Always be helpful.						
6) Monitor all movements within your view concerning court, staff, inmates, and visitors. Be security/safety minded in regards to all activities that you observe. Report all security/safety infractions to the on duty supervisor, via southern line or telephone.						
7) Monitor and track the locations of contractors working in coordination with the maintenance staff – keep S-1 informed of their work details/use of equipment.						
8) Coordinate any/all emergencies by use of radio, southern line, and telephone. Also use the public address system for notification(s) or to direct staff.						
9) Be familiar with all emergency contact numbers for police, fire, rescue, dispatch, and employees. Do not give out any telephone numbers unless cleared by S-1 or higher.						
10) Access secure doors from the central control panel in a safe and secure manner. At all times monitor secure areas to see that they remain secure and clear of inmates.						
11) Show proficiency in handling multiple tasks in a safe, secure, efficient manner. At times you may have to handle many tasks at the same time, especially during a busy shift or emergencies.						
12) Demonstrate the proper way to log and sort the U.S. Mail – always be on the alert for any suspicious package(s). If any concern immediately notify S-1 for assistance.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>9-23-04</u> (date) FTO <u>[Signature]</u> Trainee <u>[Signature]</u>						

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. NECAISE 221

F.T.O. A. KELLY #181

Date 09-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaïse for the position of Central Control Room Officer. Officer Necaïse successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.

Trainee's Signature

F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. Necaie #221

F.T.O. A. KELLY #220

Date 9-23-04

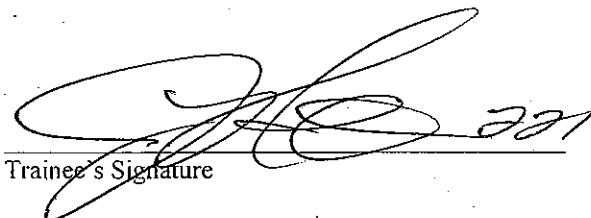
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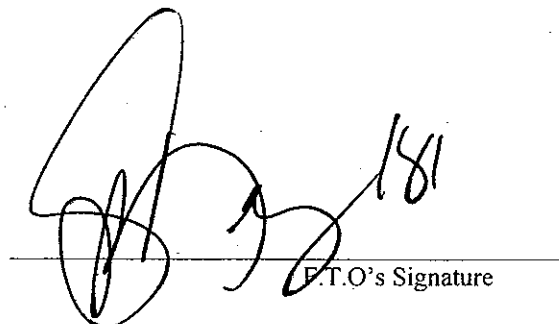
Narrative: Give a brief description of training conducted today and outcome.

Officer Necaie was given a copy of the Medical Rover Performance Checklist to read over. It was stressed that while assigned as Medical Rover, the Officer's main function is to provide security for the Medical Staff, Medical Department equipment and medications. The Medical Rover will escort Medical Staff and provide security during Medication Pass. At no time will an inmate and a Medical Staff member be left alone together. In the event of a Medical Staff member needing to examine a female inmate, there must be a female Officer present. At no time will an inmate be left in the Medical Department without an Officer being present, even if the inmate is secured in the Waiting Room. All three doors to the Medical Department Waiting Room must be secured while inmates are present in Medical.

The proper way to escort inmates to and from Medical and the proper use of restraints (i.e. daisy chain – cuff all inmates left hand to chain prior to exiting block, cuff and shackle all B-Block inmates) was discussed. Handcuffs and daisy chain cuffs may be removed only after entering then securing the Medical Department Waiting Room door.

F.T.O. carried out the proficiency test on Officer Necaie for the position of Medical Roving Officer. Officer Necaie successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. Necaise #239


F.T.O. A. KELLY #181

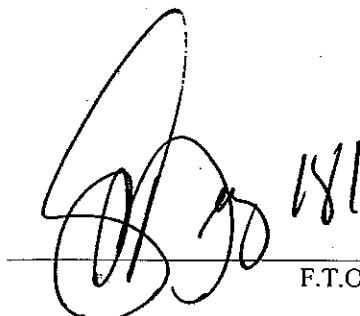
Date 9-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Booking Control Room Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

Performance Objective: following demonstration by the designated Field Trainer; the trainee will: Conduct operations of the front desk and lobby to assist with bonds, visits, telephone calls, and direct any and all persons with requests in a professional manner.	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) Receive a briefing from the off-going watch as to the status of any pending items relating to the Front Desk. Read and sign post orders.						
2) Conduct a sanitation security, and fire/safety hazard inspection of the lobby area at the beginning of each shift and immediately upon the completion of the last visitor leaving the facility.						
3) Greet all visitors to the facility with professional courtesy. Register all visitors in the perspective visitation log (i.e. bond, attorney, minister, or general). Ensure the visitor's name is on the inmate's visitation list. Inform visitors of the dress code for visitation, the rules of visitation and storage of <u>all</u> personal property in lockers.						
4) Notify Control Room Officers what inmates have visitors standing by and what time the visit will commence.						
5) Monitor all visitors while they are in the lobby. Ensure there is no smoking in the lobby. Notify the Shift Supervisor of any situations that could cause the termination of a visit or in the case of unruly visitors.						
6) Ensure the accuracy and completeness of pre-release bond documents and perform bond duties in accordance with HCADC policy and procedures.						
7) Issue a cash bond receipt to the person presenting cash for a cash bond <u>after</u> verification of the amount of cash by the Shift Supervisor and the Front Desk Officer.						
8) Answer incoming phone calls in the following manner: "Harrison County Sheriffs Department, this is Deputy ____, may I help you?" Ensure to release only authorized information about inmates, i.e. if it is on the PUB screen, it may be released.						
I certify that proficiency was demonstrated by the above trainee concerning this task on <u>9-23-04</u> (date) FTO <u>[Signature]</u> Trainee <u>[Signature]</u>	<u>AN</u>	<u>AN</u>	<u>AN</u>	<u>AN</u>	<u>AN</u>	<u>AN</u>

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J.NECAISE #221

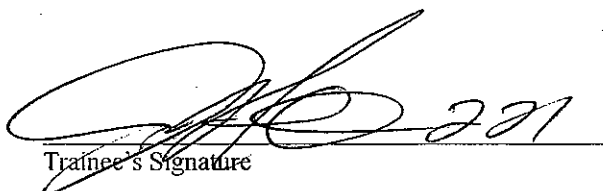
F.T.O. A.KELLY #181

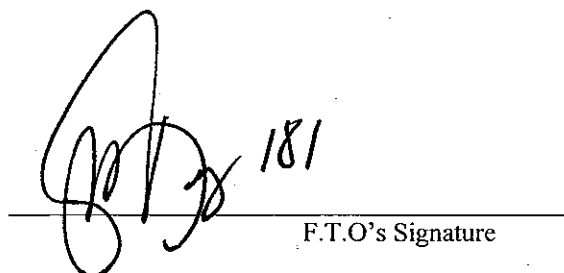
Date 09-23-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Front Desk Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

FTO MODULE PERFORMANCE CHECKLIST

Chapter _____
 Modular Title: **FLOOR OFFICER**

Trainee Necaise 221
 FTO Feb 181

<p>Performance Objective: Following demonstration by the designated Field Trainer the trainee will: Provide safety and security supervising all inmate activities within the block and sections. At all times be knowledgeable of inmate counts, requests and special requirements of the individual block assigned, to include recreation time. at all times monitor the safety of all staff and visitors to the block. Prepare inmates for transfer/receive arriving inmates.</p>	Trainee Reads/Review task document	FTO Explains and Demonstrates	Trainee explains as FTO demonstrates	Trainee Explains and demonstrates	Trainee Practices	Trainee Performs Successfully (Proficiency Test Completed)
1) ENTER THE BLOCK AND REVIEW ALL PAPERWORK PERTAINING TO THE INMATES; PASS-ON BOOK, POPULATION, OBSERVATION SHEETS, POST ORDERS, AND VISITOR LOGS. REVIEW PAST THREE(03) DAYS.						
2) CONDUCT A PROPER HEADCOUNT IN ACCORDANCE WITH A.C.A. STANDARDS; IN A SAFE, ACCURATE, AND TIMELY MANNER.						
3) VERIFY AND CLEAR THE COUNT WITH THE CONTROL ROOM OFFICER, ASSUME FLOOR DUTIES.						
4) CONDUCT AN ACCURATE INVENTORY OF ALL RESTRAINTS PRESENTLY ASSIGNED TO THE BLOCK. DOCUMENT IF ACCOUNTED FOR OR MISSING.						
5) INITIATE SAFETY/SECURITY INSPECTIONS IN ALL SIX(06) SECTIONS OF THE BLOCK/YARD/VISITATION AREAS. CONTINUALLY CHECK DURING YOUR SHIFT, NOTING ANY DEFICIENCIES/WORK ORDERS.						
6) SERVE MEALS, ACCOUNT FOR ALL TRAYS ENTERING/EXITING BLOCK. NOTATE TIME IN, MENU, TIME OUT - NUMBER OF TRAYS IN/OUT. ALL TRAYS MUST BE ACCOUNTED FOR/HOLD TRAYS FOR INMATES OUT.						
7) PROVIDE SECURITY ESCORT FOR MEDICAL STAFF DURING MEDICATION PASS - ALSO IF INMATE IS INJURED/ILL.						
8) PROVIDE SECURITY FOR RECREATION/YARD CALL - SUPERVISE AND DOCUMENT THE SECTION AND AMOUNT OF INMATES PRESENT ON THE EXERCISE YARD LOG(ALSO IN THE PASS-ON BOOK).	9-23-04	9-23-04	9-23-04	9-23-04	9-23-04	9-23-04
9) PROPERLY DEMONSTRATE PREPARING INMATE(S) FOR TRANSPORT OUT OF THE BLOCK(SEARCHING AND RESTRAINTS). PROPERLY NOTIFY ALL PARTIES INVOLVED(CONTROL ROOM, CENTRAL, ROVER).						
10) INVESTIGATE ANY RULE VIOLATIONS IN THE BLOCK, AND ANY/ALL BREACH OF SECURITY. DOCUMENT/NOTIFY ON DUTY SUPERVISOR.						
11) PROPERLY HANDLE/DIRECT ALL INMATE REQUESTS TO THE PROPER AUTHORITY. DEMONSTRATE HANDLING A BASIC INMATE REQUEST IN THE BLOCK. EXAMPLE: CLOTHING EXCHANGE, HYGIENE, ETC.						
12) PROPERLY BRIEF ALL ONCOMING OFFICERS OF BLOCK INFORMATION AND ANY SPECIAL CONCERNS. HAVE ALL INMATES READY FOR PROPER HEADCOUNT. ENSURE ALL MOVEMENT HAS STOPPED/TELEPHONES OFF.						
<p>I certify that proficiency was demonstrated by the above trainee concerning this task on <u>9-23-04</u> (date)</p> <p>FTO <u>[Signature]</u></p> <p>Trainee <u>[Signature]</u></p>	AK	AK	AK	AK	AK	AK

HARRISON COUNTY SHERIFF'S DEPARTMENT

Corrections Division

Proficiency Certification Report

Trainee J. NECAISE #221


F.T.O. A.KELLY 181

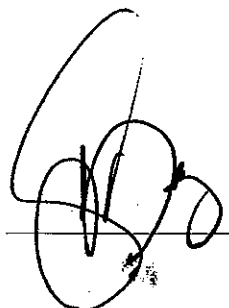
Date 09-21-04

Page 01 of 01

Narrative: Give a brief description of training conducted today and outcome.

F.T.O. Kelly carried out the proficiency test on Officer Necaise for the position of Floor Officer. Officer Necaise successfully explained and demonstrated all tasks and performance objectives for this post. END OF REPORT.


Trainee's Signature


F.T.O.'s Signature

[illegible]

SHIFT TRAINING

ACA STANDARDS

ON, 12/17/04, I JERRED NECAISE RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON ACA STANDARDS; CENTRAL CONTROL; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

ACA STANDARDS

ON, 121004

PRINT NAME

RECEIVED a 15-MINUTE BLOCK

TRAINING ON ACA STANDARDS; DENTAL SERVICES; DURING THE 1500-2300 HOUR SHIFTS BRIEFING.

DEPUTY SIGNATURE AND BADGE NUMBER

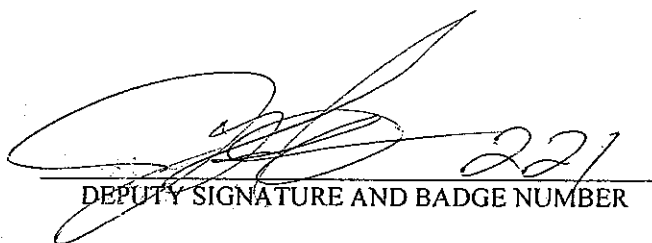
SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

ACA STANDARDS

ON, 1208H JERRED NICHOLSON RECEIVED a 15-MINUTE BLOCK
PRINT NAME

TRAINING ON ACA STANDARDS; SEXUAL HARASSMENT; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254

SHIFT TRAINING

ACA STANDARDS

ON, 120704/1 JORRAN NEALBE RECEIVED a 15-MINUTE BLOCK

PRINT NAME

TRAINING ON ACA STANDARDS; AFFIRMATIVE ACTION PLAN ; DURING THE 1500-2300
HOUR SHIFTS BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER 281

SHIFT SUPERVISORS/INSTRUCTOR
SGT. KENNETH ROGERS #161
SGT. EARNEST THOMAS #285
SGT. EDDIE COLLINS #254

SHIFT TRAINING

ACA STANDARDS

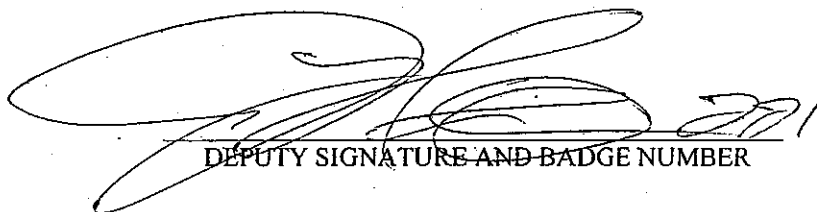
ON, 12-3-2004
MINUTE BLOCK

I, TERRELL ROBERTS

RECEIVED a 15-

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Uniform and Personal APPEARANCE DURING THE
1500-2300 HOUR SHIFTS BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254

SHIFT TRAINING

ACA STANDARDS

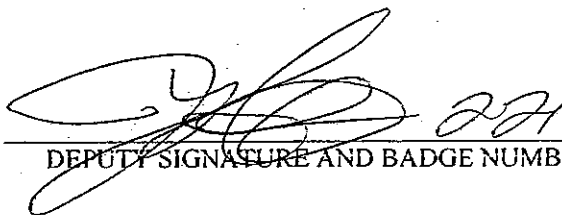
ON, 11-30-2004, I
MINUTE BLOCK

TERROD NELSON

RECEIVED a 15-

PRINT NAME

TRAINING ON POLICY AND PROCEDURES; Chain of Command; DURING THE 1500-2300 HOUR
SHIFTS BRIEFING.


DEPUTY SIGNATURE AND BADGE NUMBER

SHIFT SUPERVISORS/INSTRUCTOR

SGT. KENNETH ROGERS #161

SGT. EARNEST THOMAS #285

SGT. EDDIE COLLINS #254